

## **1004 - DEPUTY CITY MANAGER**

### **NATURE OF WORK**

Highly responsible administrative and managerial work in planning, organizing, and directing a variety of City departments as assigned by the City Manager.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Carries out directives from the City Manager and/or City Commission.

Deals with the public in handling various complaints and/or requests.

Enhances and augments the recreational programs offered for all ages; assures compliance with State law in the pre-school program.

Liaison to various City Boards and Committees: Tourist & Convention Center Visitors Authority; Community Benefits Committee; Convention Center Advisory Board; Visitors and Convention Authority; Community Affairs Committee; liaison to Dade County on various issues/Departments: Library; Board of Directors to the Greater Miami Convention and Visitors Bureau.

Blue Ribbon Panel Committee.

Coordinate and manage special events in the City, i.e., Pow Wow, Ocean Drive Party, Pavarotti Concert, Summit of the Americas, Super Bowl and the City of Miami Beach's 80th Birthday.

Conduct negotiations for the City, i.e., purchase of Florida Power & Light site for new supermarket development; architectural design and engineering contract for expansion of Bass Museum; Miami City Ballet Headquarters facility (contract/lease agreement); joint venture with Ballet Valet for new 640 space parking garage.

Coordinate all tourism related activity for the City in conjunction with the Greater Miami Convention and Visitors Bureau. Member of Visitor Industry Hotel Service Training.

Attend all City Commission meetings as support to the City Manager.

Serves in the capacity of City Manager in his/her absence in charge of the City.

Reviews department budgets and recommends budgets to City Manager; assists in the development of both Capital and Operating Budgets.

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; thorough knowledge of the organization, function, and methods of operation of the City's legislative and executive staff and departments;

Thorough knowledge of the basic laws, ordinances and regulations underlying the municipal corporation.

Thorough knowledge of municipal finances and administration.

Ability to motivate staff and departments under his/her leadership.

Ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures;

Ability to express ideas effectively, both orally and in writing.

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Ability to establish and maintain effective working relationships with other City officials, employees and the general public;

Ability to plan, supervise and coordinate the work of subordinates.

### **MINIMUM REQUIREMENTS**

Advanced college degree (Finance, Public Administration, etc.) Extensive responsibility in public sector administration; including human resources, administration, project management, problem solving, decision making, policy formulation/recommendation. Experience can substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Strong stamina for complex work and able to work long hours.

### **SUPERVISION RECEIVED**

Work is performed with substantial latitude for independent judgment under the administrative direction of the City Manager.

### **SUPERVISION EXERCISED**

Plans, organizes, and directs a variety of City departments / functions as directed by the City Manager.

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